

G. R. S. IX-5]

Previous references.

File No. 19-18

1918.

Serial Nos. 4, 8, 9, (12)

(G. M. -)

Later references.

preserve
1334/9

133

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4, 8, 9, 12 + 13

Part B for Apl 19.

SUBJECT.

Breakage and losses of furniture etc belonging
to the Government House, Mysore.

✓ 13. G 23285-6 P 12.4.19. To the private Secy to
H. H. the Maharaja
Comptroller to the Govt Mysore

Approves of the rules proposed by the
Pri. Secretary to H. H. the Maharaja of

Mysore

K

GENERAL AND REVENUE SECRETARIAT.

(L.M.)

NOTES.

File No. 19-18

FILE HEADING.

Breakage & losses of Jewellery etc. belonging to the Govt. House, Mysore -

From

The Private Secy. to H.H. the Maharaja.

No. 572

Dated $\frac{14}{15}$ - 11-18

Received 20-11-18

Diary No. 8070

Enclos. 5 Spare Copies. 0

Serial No. 4

BRIEF ABSTRACT OF LETTER.

For 5 lists of articles of Govt. House, Mysore, which were broken & lost at the various Camps during the visit to Mysore of H.H. the Gaekwar of Baroda during Nov: 1917 and requests sanction of Govt.

NOTES AND ORDERS.

for writing off a sum of Rs 860-15-11, being the cost thereof, as the responsibility cannot be fixed on anybody -

A. Draft sanctioning is subd: for orders.

22.11.18 - *ly*
NOTES—First Sheet.

8070 (2)

Serial
No.

2. The breakage + loss is rather large but the P.S. says that the responsibility cannot be fixed. The losses ^{on such large scale} particularly would be difficult to understand ordinarily and many not be all ~~due~~ to inevitable but there is nothing to be done now

3. Sft may be approved. My

80/1/18

Chief Secy to Govt approval

5. The large extent of losses points to misappropriation of articles by servants & others. Suitable arrangements appear to be necessary to hold some definite person or persons responsible for articles supplied for use of the Camps.

Dewan)

C.B.
2/12/18

2/12/18

6. Mr. Priv. Sec. to His Highness

may be communicated with as to the steps to be taken to suppress such incidents for the future. If no steps are taken, the subordinates & servants will have temptations to misbehave.

has been a

8/12/18

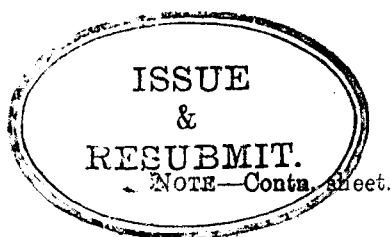
do

7. Issue draft

Send up another draft in print noted by Dewan

by

8. Br. Issue dt-
draft again as ref
me
2/12



Recd 12/18
2/12/18
3009
4-12-18

G. m. File No. 19 of 1918.

Serial
No.

8

To The Private Secy. to H. H.
 ... Comptroller to Government
 no: G. 11300-1 dated 12.12.18
 Sanctions the writing off the
 accounts of the Govt. House
 articles worth Rs 860-15-11, broken
 & lost during the visit of
 the Gaekwan of Baroda in
 November 1917.

9. Draft submitted for
 approval as ordered in para
 8 above.

13.12.18 *tl* 10 Please make a clean copy

(Vide paragraph 6 of their Note) 11 Fair draft submitted.

14.12.18 *tl* 12 Do letter to this Secy and
 M. P. P.

Chief Secy)

13 Issue

18/12
 25/12
 M
 26/12

General and Revenue
Secretariat.

G. R. File No.

19

of 1918.

(42)

Serial
No.

9

20

The private Secretary to H. H. The
Maharaja

G. 13504 of 7.1.19

Sub.

Requests that some steps may
be suggested for safeguarding
the Govt. interests in future as
regards frequent losses of articles
belonging to Govt. House

12.

How — do —

D.O. no. 1193 of 12.3.19.

Forwards for approval a
set of rules in the matter.A draft approving is submitted
for approval, with reference
to Dewan Sahib's no. in para
6 of the notes above.25/3/19. Uly 15 What are the stand
over, ref to in last
para of rules. New
25/3

m. 7. 1. 9

16. File no. 13 of 11-12 of the milky
Seay's Office in the matter is put
up. Uly

28/3/19

Serial
No.

The rules proposed by the Priv. Secy to Ht the maharaja may be approved if approving is put up.

Rule 12 gives a direction to the Palace Establishment. - No doubt the Priv. Secy to Ht has a certificate from those in charge of this kind of arrangements that it is possible to follow the direction.

Chief Secy) In approval
Dewan)

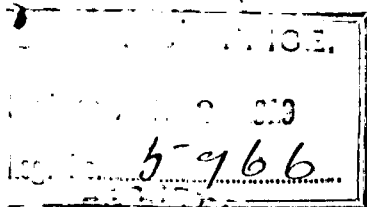
Rec
28.3.19.

3.4

28.3.19
Rec
28.4.19.

Issue

28.4.19
Rec
4.4.19



SECRETARIAT.

Recd.

8 MAY 1919

13

14853

P. S. 5]

No. 572

DIARY NO. 8070 (6)

WD2637-GPB-500-255-1

From R.H.Campbell, Esq., C.I.E.

The Private Secretary to H. H.
the Maharaja of Mysore,
Mysore.

To

C.S.Balasundaram Iyer, Esq., B.A.
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

, the 14th November 1918.
15-

Sir,

I have the honor to forward herewith five lists shewing the articles of Government House, Mysore, which were broken and lost at the various Camps during the visit to Mysore of His Highness the Gaekwar of Baroda during November 1917. The value of the breakages and losses aggregate Rs860-15-11. Such breakages and losses are inevitable in these large and "mixed" camps, mixed in the sense that many articles belonging to Government House are required by the Palace and it is impossible to have unified check and control.

As the responsibility cannot be fixed on anybody there is no alternative but to write them off. I therefore request that Government sanction may be obtained to write off the articles detailed in the accompanying statements from the accounts of Government House.

I have the honor to be,

Sir,

Your most obedient servant,

R. H. Campbell

Private Secretary.

4.2
multiple for
4.1 pm
Minor Dept
Branch
Mr. Reddy
14/11/18

(1)
 packages & losses of furniture, linen &c at the Budhipada
 camp in connection with the visit of H. H. The Gaekwar of
 Baroda.

N ^o	Description	Breakage			Losses			Total		
		N ^o	Half Value		N ^o	Full Value				
1	Bent wood Arm- less chairs	2	4					4		
2	Camp tables fixed -ras				4	14		14		
3	Bath Boards				3	1	8	1	8	
4	Zinc buckets				9	9		9		
5	Small Table lamp				1	3	8	3	8	
6	Candle sticks ordinary				4	7		7		
7	Hurricane lan- terns the whole Lantern	4	4	8				4	8	
8	Enamel basins				5	11	4	11	4	
9	jug				3	8	4	8	4	
10	Soap tray				9	11	4	11	4	
11	Brush tray				3	3	12	3	12	
12	Tin Pot				44	3	7	3	7	
13	Commode ordinary Frame broken	1	6	4				6	4	
14	Enamel chamber Pot				4	9		9		
15	Pillows				7	3	8	3	8	
16	Bed Sheets				20	63	12	63	12	
17	Blankets red				2	15		15		
18	Toilet Covers				5	10	10	10	10	
19	Cut glass Tumblers	5		13	4				13	4
20	Water bottle	1		8					8	
21	Tin oil can				2	2	1	2	1	
22	Door curtain rod				1	1		1		
23	Tarpaulins				11	198		198		
24	Spirit lamps				2	4	8	4	8	
25	Boot Scrapers				1	1	4	1	4	
26	Coin Door Ring				7	15	12	15	12	

27	Box lantern			1	12	8	12	8	
28	Axe			1	1	2	1	2	
29	Hatchets			2	1	1	1	1	
30	Tape Cōlō	3	15				15		
31	Folding Camp Chair	1	1	2	1	2	4	3	6
32	Pillow covers Frisled			8	10		10		
33	Do Plain			5	5		5		
34	Turkey Bath Towels			9	24		24		
35	Face Towels			6	4	12	4	12	
36	Pen. Knife Rodgers			1	2	12	2	12	
37	Servants Blankets			6	4		24		

517 0 4

Ruppes five hundred and Seventeen
annas Nil and pies four

(Sd) H. Narasinga Rao.

(Sd) J. Narayana Rao

(Sd) P. R. Narasinga Rao.
Supdt.

"Copy"

Receivd

Private Secretary
to H. H. the Maharaja of Mysore.

Budipadag Camp.

(9)

	Name	Breakages			Loose				
		No.	Half Value		No.	Full Value			
1	Soup plate	3	1	3					
2	Dinner do	5		13	4				
3	Pudding do	2		10					
4	Breakfast Tea cups	4		12	8				
5	do Saucers	3		9	6				
6	Afternoon Tea cups	5		14	7				
7	Coffee cups	1		5					
8	do Saucers	5	1	9					
9	Small milk jug	3	3						
10	China Black teapoy	1	1	4					
11	do small	2	1	12					
12	Soda Tumblers	16	5	5	4				
13	Pint do	16	2	10	8				
14	Port glass	6	1	6					
15	Finger glass	1		5	8				
16	Sugar Bowl	4	2						
17	Ice Plates	1	1	8					
18	Butter Pot	1		14					
19	Assorted Flower Vase	1		4					
20	E.P. Large Knife				1	3			
21	Soda opener				1	6			
22	E.P. Cut Stand				1	6	8		
23	E.P. Salt Spoons				4	5	4		
24	do Tea do				2	2			
25	do Small spoons				2	4	4		
26	Zinc Tray Small	~~27~~	~~27~~	~~29~~	1	1			
			27	2	9		22	6	4

	10	27	2	7	22	6	4
27 Napkins					21	23	3
28 Tray cloth					3	3	6
29 Quilty Towels					15	1	14
30 Glass Towels					4	1	-
31 Kitchen Towels					6	-	12
32 Aprons					2	-	10
33 Kitchen Knife					1	2	-
34 Ice mould					1	1	8
35 Roasting tin					2	4	8
36 Boat Shape mould					1	-	6
37 Roller					1	-	12
38 Iron Triangles					5	7	8
39 Pouched Egg tin					3	-	1
40 Crater					1	-	9
41 Fresh tin with cover					1	3	-
42 Vegetable Boiler					1	5	-
43 Wooden Spoon					1	-	6
44 H.R.H. Bed Sheet					1	12	-
45 Ordinary bath Towels					2	4	6 8
Tiffin Basket N ^o 4							
Glass Tumblers Pint	1	-	2	8			
Tin Cutter					1	1	-
Bone Mustard Spoon					1	-	2
B.H. Small Knives					3	8	4
Tiffin basket N ^o 5							
Enamel Dish					1	-	14
Glass Tumblers	4	1	5	4			
B.H. Small Knives					4	10	-
Mustard Pot					1	-	8
Salt Pepper cruet					1	-	6
Bone Mustard Spoon					1	-	8

Rattan Tea Basket No 1							
Afternoon Tea cups	1	-	2	//			
B.H. Small Knives					4	10	- -
Rattan Tea Basket No 2							
Enamel Dish					1	14	- -
E.P. Tea Spoons					3	3	- -
B.H. Knives					6	16	8 .
Rattan Tea Basket No 3							
After Tea Cups	2	-	5	10			
Flaask					2	11	8 -
After Tea Saucers	2	-	5	10			
Cheese Plates	8	1	6	8			
Tea Spoons					4	4	- 1
Tin Cutter					1	1	. .
Aluminium Pail					3	3	6 .
Iron Ash Tray and Iron piece for cooking oven }					2	4	- .
		31	-	-		171	2 - = 202-2-0.

(Sd) T. Narayana Rao.
Camp. clerk

(Sd) M. Sreeramulu Chetty
clerk.

(Sd) H. Narasimha Rao
acdt
Govt. House

(3d) P. R. Narasimha Rao.
Suptt.

"Copy"

Receivables

Private Secretary
to H. H. the Maharaja of Mysore.

Breakages and losses of furniture, linen &c at the
gog Camp in connection with the visit of H. H. the Gaek-
war of Baroda and party during Novr + Decr 1917.

N ^o	Description	Breakages			Losses.		
		N ^o	Half Value		N ^o	Full Value	
1	China Basin				1	2	-
2	Zinc Buckets				2	2	-
3	Turkey bath Towels				2	5	5 4
4	Hurricane lanterns				4	9	-
5	Soap tray Enamel				1	1	4 -
6	Cut glass Tumbler				1	-	5 4
7	Persian Rug				1	4.5	-
8	Persian Door Rug				3	6	-
					70	14	8

Ruppes seventy
annas fourteen and pies eight

(Sd) H. Narasinga Rao
Acctt.

(Sd) P. R. Narasinga Rao
Superintendent

"Copy"

Recessed

Private Secretary
to H. H. the Maharaja of Mysore.

List of breakages and losses of furniture etc that occurred at Shimoga Camp in connection with the Visit of H. H. the Gaekwar of Baroda during December 1917.

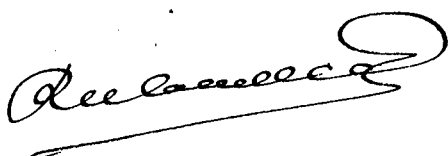
✓	Description	Breakages				Losses				Total			
		No	Half Value			No	Full Value						
1	Candle Sticks					3	5	4	-	5	4	-	
2	Table Lamps Big	3	24	12	-	-	-	-	-	24	12	-	
3	Face Towels	-	-	-	-	4	3	2	8	3	2	8	
										33	2	8	Rupess

Thirty three annas two and pies eight.

(Sd) H. Narasinga Rao.
Acctt.

(Sd) P. R. Narasinga Rao
Supdt.

"Copy"


Private Secretary
to H. H. the Maharaja of Mysore.

gogg camp.

	Breakages		Losses		Total	
	N ^o .	Half Value	N ^o .	Full Value	Amount	
gogg camp						
Dinner Plate	1	6 4			6 4	
Pudding do	1	5 -			5 -	
Cheese do	1	2 10			2 10	
After Tea Saucers	1	2 11			2 11	
Coffee do	1	5 -			5 -	
Soda Tumblers	4	1 5 4			1 5 4	
Pint do	2	5 4			5 4	
Finger glass	2	11 4			11 4	
Sugar bowl	1	8 -			8 -	
E.P. Small spoons			1	1 14	1 14	
B. H. Small knives			1	2 12	2 12	
Glass towels			4	1 -	1 -	
Kitchen do			4	8 -	8 -	
Shimoga Camp.						
Pudding Plate			1	10 -	10 -	
Vegetable dish	1	12 -			12 -	
do cover	1	12 -			12 -	
After Tea Saucers			2	5 10	5 10	
Egg cups			1	2 8	2 8	
Pint-tumblers			3	8 -	8 -	
Hock glass	6	1 2 -			1 2 -	
claret do	1	8 -			8 -	
Liqueur do	1	1 10			1 10	
Butler Pot	1	14 -			14 -	
Assorted Flower Vase			1	4 -	4 -	
Soda opener			1	3 -	3 -	
Tea spoons			1	1 -	1 -	
Salt do			2	1 12	1 12	
napkins			1	1 - 8	1 - 8	

Tray cloth	1	1	2	-	1	2	-
Glass Towels	5	1	4	-	1	4	-
Kitchen Knives	1	1	8	-	1	8	-
Paate Cutter	1	-	8	-	-	8	-
B. H. Small Knives	1	2	12	-	2	12	-

Summer Palace

Cheese Plate	1	-	2	10	-	2	10
Coffee Saucer	1	-	5	-	-	5	-
Soda Tumblers	8	2	10	8	2	10	8
Sherry glass	1	-	3	4	-	3	4
Port do	1	-	3	8	-	3	8
Soda opener			2	-	6	-	6
Tea Spoons			3	3	-	3	-
Salt do			1	-	14	-	14
Napkins			1	1	-	8	1
Waiety Towels			3	-	6	-	6
glass do			4	1	-	1	-

37 12 3

(Sd) Mr. Sreeramulu Chetty
clerk

(Sd) P. R. Narasimha Rao
Suppl-

Copy

R. L. Srinivas

Private Secretary
to H. H. the Maharaja of Mysore.

G.R.S. VI-71]

ISSUE
&
RESUBMIT.

SUBJECT

Sanctions the writing off articles
of the Govt. House broken & lost during
the visit of the Gaekwar of Baroda.

Diary No. of letter replied to.....8070.

Section S.M

File No. 19-18.

Serial No. 8

General and Revenue Secretariat

Proceedings of the Government of

His Highness the Maharaja of Mysore.

, the

191

Date of issue.....

12/12/18

Read.—

Letter no: 572 & 15-11-18

Signed by.....

M. S. M. S. S.

From the Private Secy: to H.H.
the Maharaja, forwarding

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette
English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette
Kannada part?

5 lists of articles of Govt.
House, Mysore, ^{cost Rs 860-15-11} which were
broken & lost at the various
camps during the visit
of H.H. the Gaekwar of
~~Baroda~~ Baroda during Nov 1917
and requesting sanction
of Government to write
off the articles detailed

over.

in the statements from
 the accounts of Govt.
 House, as the responsi-
 bility for the losses ^{& breakages} cannot
 be fixed on anybody and
 as ~~such breakages & losses~~ ^{these} are inevitable in large & mixed camps.
 Order no: 911300-1) 12/12
 Sanctioned.

CSB
 21/12/18
 Chief Secy to Govt.

8.12.18
 60

22/11/18
 2

The Private Secy to H.H.
 Camp Koller to Govt

List of enclosures.

Copied by
 Examined by

G. R. S. VI—G/32]

SUBJECT

Requests the Private Secretary to His Highness the Maharaja to suggest steps for the prevention of frequent losses of articles belonging to Govt. House Mysore

Diary No. of letter replied to.....8070.....

Section 9. m. 1

File No. 19-18

Serial No. 9

GENERAL AND REVENUE SECRETARIAT,

, the

191

20.

No

513504

Date of issue

7-1-19

To

Signed by.

MM CBZ 2017

The Private Secretary to

H. H. the Maharaja of Mysore

Sir,

I am desirous to invite your attention to G.O. No. 811300-1 of 12-12-18 sanctioning the writing off of certain amounts in the accounts of the Government Hon. Mysore on account of breakage & loss of articles in the Camp of H. H. The Gaekwar in Nov^r last & to state that this loss & breakage

over.

4/10/77

is on such a large scale that
it points to possible misappropriation
of articles by servants etc. I
am therefore to request you
to be so good as to suggest
steps to be taken to minimise
chances of misappropriation in
future, as in the absence of
such precautions the subordinates
& servants will have temptations
to misbehave.

Safeguard foot interests in ~~the~~
future

The favour of an early
reply is requested.

~~I have etc~~

Yrs sincerely

M
16/12

Chief Secy to Govt.

16.12.18

List of enclosure

Copied by

Examined by



6708
Dated, Mysore,

12th March 1919.

G.M.
19-18

12

Dear Sir,

With reference to your D.O. No.G.13504-G.M. 19-18-9 dated 7-1-1919, I send herewith for approval of Government a set of rules containing my suggestions for minimising losses and breakages of articles of Government House sent to camps in connection with the visit of distinguished personages to the State.

Yours sincerely,

C.S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to Government of Mysore,

BANGALORE.

With a view to minimize the losses and breakages of articles of Government House, despatched to camps in connection with the visit of distinguished personages, the following rules are framed for the guidance of the Superintendent, of Government House and the camp Superintendent.

The articles taken to camps may be classified as follows.

- (a) Furniture and linen.
- (b) Tents and carpets.
- (c) Crockery, Cutlery, Glass and Kitchen-ware &c.

The Departments of Officers making use of them are,

- (1) The Palace Department,
- (2) Government House,
- (3) Local officers.

A Gazetted officer is generally placed in charge of all the camps.

II. Arrangements for safeguarding articles of Government House supplied to camp.

(1) There should be a Police Jamadar with a posse of half a dozen Constables to keep watch in the camp from its beginning to its close.

(2) A senior clerk designated camp clerk or camp Superintendent will be responsible for getting up the camp, furnishing it and looking after the guests.

(3) Printed forms containing the description of articles of furniture, cutlery and crockery generally supplied to the camp should be supplied to the clerk or to the Superintendent in charge who should note therein the number of articles of each description received in camp and the date of receipt thereof.

(4) A list of articles generally supplied to a guest putting up in a tent should be printed, filled up and hung in each tent.

(5) One or two junior clerks with a peon or two will receive and issue furniture, linen, stores ~~and~~ etc and maintain accounts under the orders of clerk or the camp Superintendent as the case may be.

(6) The camp Superintendent will check the accounts maintained in the stores and the articles issued therefrom as often as possible.

(7) A tindal or a Jamadar with sufficient number of kalasis will pitch and furnish tents and be responsible for hot and cold water arrangements. These servants have to account for the tents, carpets and vessels entrusted to their care.

(8) A responsible peon should be told off for every ten tents to watch the furniture etc kept therein.

(9) A special clerk should be detailed for daily checking the furniture in each
tent

tent with the help of the list referred to in rule (4) Supra.

(10) A butler of Government House with a maity and a waiter and a cook will look after the crockery, cutlery, kitchen and glassware etc. He should be held primarily responsible for the articles entrusted to him. These four menials should not be disturbed from the beginning to the closing of the camp.

(11) Each official entrusted with the charge of any article of camp should report all breakages and losses immediately to the camp Superintendent, who will make the necessary enquiry and report the result of his investigation to the Gazetted officer in charge of the camp.

(12) The Palace Department should be requested to take all they want from Government House at Mysore and as far as possible not to indent for things in the camp and that Department should be held responsible for returning to Government House at Mysore the things lent to it.

(13) The local officers or their servants should be held responsible for all articles left in their tents and should return them to the stores before their departure from camp.

(14) As it is likely that some articles may be lost in transit, a reliable servant of Government House should accompany every batch of carts containing Government House articles to and from the camp, with a detailed

detailed inventory of articles conveyed in them and he should be held responsible for loss of articles on the way to and from the camp.

(15) On every article sent to camp the letters G. H. M. should be marked, This prevents mixing up of articles brought into camp from other sources & facilitates identification.

(16) Two separate sheds in a convenient locality should be constructed in the camp and placed at the disposal of the Government House in good time before the commencement of the camp for storing articles of Government House. One will be allotted to the Government House Butler and the other to the Clerical Establishment of Government House attending the camp. The accommodation so provided ^{should} be secure, commodious, rain and white-ant proof.

(17) The hired servants should be put up in sheds or tents at some convenient distance from the camp so that their services may be availed of at all times and their quarters must be specially watched.

(18) The kitchen and the stores should not be open to any one (hired servants included) except to members of the Government House staff.

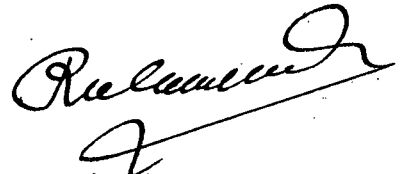
III. Breakages.

Articles of Government House

should

(25)

should always be carefully packed for despatch to camps under the supervision of a responsible clerk. Breakages due to the transmission of things in country carts, the rough handling of boxes etc, in the Railway Station as also breakages of articles by the guests and their servants cannot be helped. In the case of the breakages of articles by Government House servants and hired servants, half the value thereof is, under standing orders, recovered from the party concerned.


Private Secretary.

u/4

S.O.

G.R.S. VI-71]

SUBJECT

Set of rules for minimising
losses & breakages of articles in the
Govt. House, Mysore.

Diary No. of letter replied to.....16708

Section G. m

File No. 19-18

Serial No. 13.

General and Revenue Secretariat

()

, the

191

Proceedings of the Government of

His Highness the Maharaja of Mysore.

Date of issue.....

12/4/19

Read.—

Correspondence ending

Signed by.....

M. S. S.

With letter no. 1193 dated
12th March 1919, forwarded
from the Pri. Sec. to H.H.
the Maharaja

May this be

✓ i Printed?

✓ ii treated as a standing order?

✗ iii published in the Gazette
English part?

✗ iv translated?

✗ v placed at the disposal of the press?

✗ vi published in the Gazette
Kannada part?

15/4

for approval, a set of
rules for minimising
losses and breakages of
articles of Government
House, Mysore, sent to
Order No. 1193
Camps in connection
with the visit of distinguished
personages to the State.

Order no. 1193

over.

12/4/19
15/4/19
16/4/19

The rules proposed
by the Private Secretary
to H.H. the Maharaja
are approved ~~at once~~ and
of the rules is appended
to this Order.

2. The Private Secretary
is requested to see
that the rules are
strictly enforced.

18th
27.3.19

Mr Chief Secy to Govt.
29.3.19

WJ
3.4.19

To

The Private Secy to H.H.
the Maharaja
Compd to Govt

List of enclosures.

Copy to Br: VIII & ✓
~~Belk S. S. S. S. S.~~

25/3/19

Copied by

Examined by

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.



**G. O. No. G. 23285-6—G. M. 19-18-13,
dated 12th April 1919.**

Breakages and Losses.

Rules for minimising — of articles in the Government House, Mysore.

Breakages and Losses.

No. G. 23285-6—G. M. 19-18-13, DATED 12TH APRIL 1919.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. 1193, dated 12th March 1919, from the Private Secretary to His Highness the Maharaja, forwarding for approval, a set of rules for minimising losses and breakages of articles of Government House, Mysore, sent to camps in connection with the visit of distinguished personages to the State.

Order No. G. 23285-6—G. M. 19-18-13, dated 12th April 1919.

The rules proposed by the Private Secretary to His Highness the Maharaja are approved and appended to this order.

C. S. BALASUNDARAM IYER,
Chief Secy. to Govt.

To—The Private Secretary to His Highness the Maharaja.
The Comptroller, Mysore Government.

Exd—C. R.

With a view to minimise the losses and breakages of articles of Government House, despatched to camps in connection with the visit of distinguished personages, the following rules are framed for the guidance of the Superintendent of Government House and the Camp Superintendent:—

I. The articles taken to camps may be classified as follows—

- (a) Furniture and linen.
- (b) Tents and carpets.
- (c) Crockery, cutlery, glass and kitchenware, etc.

The departments or officers making use of them are—

- (1) The Palace Department,
- (2) Government House,
- (3) Local officers.

A Gazetted officer is generally placed in charge of all the camps.

II. Arrangements for safeguarding articles of Government House supplied to camp.

- (1) There should be a Police Jamedar with a posse of half a dozen constables to keep watch in the camp from its beginning to its close.
- (2) A senior clerk designated Camp Clerk or Camp Superintendent will be responsible for getting up the camp, furnishing it and looking after the guests.
- (3) Printed forms containing the description of articles of furniture, cutlery and crockery generally supplied to the camp should be supplied to the clerk or to the Superintendent in charge who should note therein the number of articles of each description received in camp and the date of receipt thereof.
- (4) A list of articles generally supplied to a guest putting up in a tent should be printed, filled up and hung in each tent.
- (5) One or two junior clerks with a peon or two will receive and issue furniture, linen, stores, etc., and maintain accounts under the orders of clerk or the Camp Superintendent as the case may be.

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- (6) The Camp Superintendent will check the accounts maintained in the stores and the articles issued therefrom as often as possible.
- (7) A tindal or a Jamadar with sufficient number of kalasis will pitch and furnish tents and be responsible for hot and cold water arrangements. These servants have to account for the tents, carpets and vessels entrusted to their care.
- (8) A responsible peon should be told off for every ten tents to watch the furniture, etc., kept therein.
- (9) A special clerk should be detailed for daily checking the furniture in each tent with the help of the list referred to in Rule (4) *supra*.
- (10) A butler of Government House with a maity and a water and a cook will look after the crockery, cutlery, kitchen and glassware, etc. He should be held primarily responsible for the articles entrusted to him. These four menials should not be disturbed from the beginning to the closing of the camp.
- (11) Each official entrusted with the charge of any articles of camp should report all breakages and losses immediately to the Camp Superintendent, who will make the necessary enquiry and report the result of his investigation to the Gazetted Officer in charge of the Camp.
- (12) The Palace Department should be requested to take all they want from Government House at Mysore and as far as possible not to indent for things in the camp and that Department should be held responsible for returning to Government House at Mysore the things lent to it.
- (13) The local officers or their servants should be held responsible for all articles left in their tents and should return them to the stores before their departure from camp.
- (14) As it is likely that some articles may be lost in transit, a reliable servant of Government House should accompany every batch of carts containing Government House articles to and from the camp, with a detailed inventory of articles conveyed in them and he should be held responsible for loss of articles on the way to and from the camp.
- (15) On every articles sent to camp the letters G. H. M. should be marked. This prevents mixing up of articles brought into camp from other sources and facilitates identification.
- (16) Two separate sheds in a convenient locality should be constructed in the camp and placed at the disposal of the Government House in good time before the commencement of the camp for storing articles of Government House. One will be allotted to the Government House butler and the other to the Clerical Establishment of Government House attending the camp. The accommodation so provided should be secure, commodious, rain and whiteant proof.
- (17) The hired servants should be put up in sheds or tents at some convenient distance from the camp so that their services may be availed of at all times and their quarters must be specially watched.
- (18) The kitchen and the stores should not be open to any one (hired servants included) except to members of the Government House staff.

Breakages.

III. Articles of Government House should always be carefully packed for despatch to camps under the supervision of a responsible clerk. Breakages due to the transmission of things in country carts, the rough handling of boxes, etc., in the Railway Station as also breakages of articles by the guests and their servants cannot be helped. In the case of the breakages of articles by Government House servants and hired servants, half the value thereof is, under standing orders, recovered from the party concerned.